



To: Superintendents and Principals

From: Stephen Balko, Director of School Building Security

Date: May 29, 2020

Subject: Secured School Safety Grant – Important Information

The Indiana Department of Homeland Security (IDHS) has begun to accept reimbursement requests from school for the Secured Schools Safety Grant. Prior to the next grant funding cycle opening this summer, schools should be requesting reimbursements. To complete this process, schools should submit a project report to IDHS. Once this is approved, the reimbursement request will be sent to the Auditor of State office for payment. As a reminder, the performance period for this grant is September 1, 2019 - August 31, 2020. All costs must have been incurred during that time window

To complete this process, please utilize the following steps as described by IDHS:

The first step is for you to complete your program reports (replacing quarterly reports) that show the current data for programmatic activities. Typically, these are required each quarter of the period of performance in the grant cycle. We are allowing this first program report and fiscal report to cover the previous quarters' information in order to get caught up to real time with the grant cycle.

Recipients must complete the program report, and that report must be **approved** before fiscal reports will become available for you to initiate reimbursement. Additionally, the fiscal reports must be **approved** before a Grants Adjustment Notice can be submitted.

Additional information on this process can be found here: <https://www.in.gov/dhs/files/IDHS-IntelliGrants-Phase-2-Quick-Guide.pdf>. **For specific questions regarding your grant and this process please submit a Grants Management Support Ticket with IDHS.**

If you have any questions, please contact Stephen Balko at 317-232-4914 or e-mail at sbalko@doe.in.gov.